

~~CONFIDENTIAL~~

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Director of Communications

Director of Logistics

Fiscal Year 1965 Programming

REFERENCE: DD/S Administrative Instruction No. 64-13, same Subject

1. The reference instruction requests that action be taken to improve procurement management by phasing procurement actions to avoid the end-year buildup and uneven distribution of workload on the Office of Logistics that has been experienced in past years. To accomplish this, I am requesting Agency components concerned to provide us with planning data for the remainder of Fiscal Year 1965.

2. The Contract Procurement Schedules previously received from your office have proven very useful in our procurement planning. However, anticipating a possible need for some changes and reprogramming during the remainder of this fiscal year, I will appreciate your furnishing a revised or updated Contract Procurement Schedule to the Procurement Division by the end of this year. I am sure that this will make it possible for us to serve your contracting requirements more efficiently and economically. [redacted] of the Procurement Division has been discussing details of this programming with your personnel and will be available for such information as you may require.

3. A continuing objective of procurement management is the need to increase the workload in the first two quarters of the fiscal year to achieve a more constant work flow. In further response to reference above, I am urging all components to begin procurement planning for Fiscal Year 1966. While complete scheduling may not be possible at this time, data covering at least the first two quarters would be extremely valuable if received by the Procurement Division prior to the start of the new fiscal year.

ALAN M. WARFIELD

Attachment:
Reference

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